

**CITY OF ANTIOCH  
PLANNING COMMISSION**

**Regular Meeting  
6:30 p.m.**

**July 19, 2023  
City Council Chambers**

**1. CALL TO ORDER**

Chair Gutilla called the meeting to order at 6:31 P.M. on Wednesday, July 19, 2023, in City Council Chambers.

**2. ROLL CALL**

Present: Commissioners Schneiderman, Motts, Lutz and Chair Gutilla  
Absent: Commissioners Martin, Hills and Vice Chair Riley  
Staff: Legal Counsel, Ruthann Ziegler  
Senior Planner, Zoe Merideth  
Senior Planner, Kevin Scudero  
Minutes Clerk, Kitty Eiden

**3. PLEDGE OF ALLEGIANCE**

Chair Gutilla led the Pledge of Allegiance.

**4. EX-PARTE COMMUNICATIONS - None**

**5. PUBLIC COMMENT – None**

**6. CONSENT CALENDAR**

**6-1. Planning Commission Meeting Minutes May 17, 2023**

**6-2. Wild Horse Multifamily Project One Year Extension (PD-20-01, AR-21-17)**

**RESOLUTION NO. 2023-18**

***On motion by Commissioner Motts, seconded by Commissioner Schneiderman, the Planning Commission members present unanimously approved the Consent Calendar. The motion carried the following vote:***

**AYES:** Schneiderman, Motts, Lutz, Gutilla  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Hills, Martin, Riley

**7. NEW ITEM**

**7-1. Design Guidelines Zoning Text Amendment and Single Family and Missing Middle Residential Objective Design Standards (LA2023-0002)**

- The City of Antioch is requesting a Zoning Text Amendment to Antioch Municipal Code Title 9, Chapter 5, Article 26: Design Review Duties and Responsibilities to adopt Objective Design Standards. The City of Antioch is also requesting the adoption of Single Family and Missing Middle Residential Objective Design Standards. The project is applicable citywide.

Senior Planner Merideth introduced the item and Bruce Brubaker, Principal Architect / Placeworks presented the staff report dated July 19, 2023, recommending the Planning Commission 1) Adopt the resolution recommending the City Council adopt the ordinance amending § 9-5.2609 of the Antioch Municipal Code regarding design guidelines. 2) Adopt the resolution recommending the City Council approve a resolution for the Single Family and Missing Middle Objective Design Standards.

Chair Gutilla opened and closed the public comment period with no speakers requesting to speak.

In response to Commissioner Schneiderman, Senior Planner Merideth explained that checklists could be filled in with a PDF application and submitted electronically.

Commissioner Motts questioned if the roofline shadow issue would conflict with passive solar design.

Mr. Brubaker explained the standard presented had been utilized in the past by the City and was similar to other city standards. He noted if it was stricter, it would make it more difficult to develop the property and if reduced it may cast too much shadow on neighboring properties.

Commissioner Motts stated that he did not believe any developments had pursued passive solar; however, he would like to see that going forward. He added that he did not see a conflict at this point.

Commissioner Lutz questioned how the City would convey the new standards to applicants.

Senior Planner Merideth responded that the new standards would be posted on the City's website and included in application materials. She added the zoning text amendment would also go to the City Council and at that time they would be available to the public. She clarified that applications deemed complete followed standards in place at the time it was deemed complete. She explained that they were fairly similar to the existing residential design guidelines except now they were objective. She noted most homes were within planned development districts with set architecture and since most additions were to the backs of the homes, objective standards were not affecting them.

Mr. Brubaker added that they had reviewed the city's existing regulations and transformed them into objective standards.

Commissioner Lutz suggested the City conduct outreach to property owners in the northeast part of the City.

Senior Planner Merideth responded that staff could do more outreach for the Viera area of town.

In response to Chair Gutilla, Senior Planner Merideth stated most applicable projects would be new single family residential developments.

Following discussion and review of the objective design standards, Chair Gutilla made the following suggested revisions:

- Page 12 – Change the illustrative photos so that they did not imply stairs were a requirement leading to the front doors
- Page 12 – 3.1.1.C Driveway Centerline – add language to address three car driveways
- Page 13 – 3.2.1.A Front Elevation Massing – Single Floor Projection – remove “project” from the first sentence
- Page 14 – Contrasting Materials or Finish on Floors – remove “color” from first sentence
- Page 20 – Prohibited Materials – Allow chain-link fencing in the backyard when the property backed open space
- Page 21 – 3.3.4.D Inappropriate Lighting – clarify that this standard applied to fixed or permanent lighting
- Page 26 – 3.5.2.C Cluster Mailbox Design – Amend first bullet to read, “Clusters and associated structures shall be designed using one or more exterior finish.....”
- Page 28 – 3.6.3.D Corner Unit Design – Remove third bullet “Chimneys”
- Page 29 – 3.6.4.C Bicycle Parking – add “at every major pedestrian access to the park”

Discussion ensued regarding the above requested revisions to the Objective Design Standards.

Outside Legal Counsel Ziegler stated if there was agreement with the items previously discussed a motion could be made to adopt the resolutions with the addition that the consultant would add the items accordingly. She noted unless the Planning Commission wanted to see this item again, it would then go to the City Council.

In response to Commissioner Schneiderman, Senior Planner Scudero explained that most developers were aware of objective standards, and it was easy for staff to make them aware of them when they met with them. He noted it was the one-off parcel projects that may be hard to reach; however, they could put the information into the City's newsletter and push it out on social media.

**RESOLUTION NO. 2023-19**

***On motion by Commissioner Schneiderman, seconded by Commissioner Lutz, the Planning Commission members present unanimously adopted the resolution recommending the City Council adopt the ordinance amending § 9-5.2609 of the Antioch Municipal Code regarding design guidelines with the following changes:***

- ***Page 12 – Standard 3.1.1.C Driveway Centerline - Breaking up the driveway in thirds in instances of triple wide driveways***
- ***Page 14 – Contracting Materials or Finish on Floors - Removing color from the first sentence***
- ***Page 20 – Standard 3.3.3.B Prohibited Materials - Clarify Chain link is only permissible on gates with slats for rv/vehicle for sideyard access and in instances where fences were not visible from the street***
- ***Page 21 – Standard 3.3.4.D Inappropriate Lighting – Distinguish permanent lighting to allow for Christmas lights***
- ***Page 28 – Standard 3.6.3.D Corner Unit Standard – remove chimneys***
- ***Page 29 – Standard 3.6.4.C Bicycle Parking – add “at every main entrance point into an open space”***

***The motion carried the following vote:***

**AYES:** Schneiderman, Motts, Lutz, Gutilla  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Hills, Martin, Riley

**RESOLUTION NO. 2023-20**

***On motion by Commissioner Schneiderman, seconded by Commissioner Motts, the Planning Commission members present unanimously adopted the Resolution recommending the City Council approve a resolution for the Single Family and Missing Middle Objective Design Standards with the following changes:***

- ***Page 12 – Standard 3.1.1.C Driveway Centerline - Breaking up the driveway in thirds in instances of triple wide driveways***
- ***Page 14 – Contracting Materials or Finish on Floors - Removing color from the first sentence***
- ***Page 20 – Standard 3.3.3.B Prohibited Materials - Clarify Chain link is only permissible on gates with slats for rv/vehicle for sideyard access and in instances where fences were not visible from the street***
- ***Page 21 – Standard 3.3.4.D Inappropriate Lighting – Distinguish permanent lighting to allow for Christmas lights***
- ***Page 28 – Standard 3.6.3.D Corner Unit Standard – remove chimneys***
- ***Page 29 – Standard 3.6.4.C Bicycle Parking – add “at every main entrance point into an open space”***

*The motion carried the following vote:*

**AYES:** *Schneiderman, Motts, Lutz, Gutilla*  
**NOES:** *None*  
**ABSTAIN:** *None*  
**ABSENT:** *Hills, Martin, Riley*

## **8. ORAL/WRITTEN COMMUNICATIONS**

### **8-1. August 2, 2023 meeting is cancelled.**

Chair Gutilla announced the August 2, 2023, Planning Commission meeting was cancelled.

Senior Planner Merideth announced Director of Community Development Ebbs had left the City and Senior Planner Scudero had been appointed as Acting Director of Community Development and Monique had been hired as Community Development Technician.

Senior Planner Scudero provided an update on recruitment efforts for the staffing vacancies within the Community Development Department.

## **9. COMMITTEE REPORTS**

Commissioner Motts reported that the TRANSPLAN meeting had been cancelled.

## **10. NEXT MEETING: August 16, 2023**

Chair Gutilla announced the next Planning Commission meeting would be held on August 16, 2023.

## **11. ADJOURNMENT**

***On motion by Commissioner Schneiderman, seconded by Commissioner Motts, the Planning Commission members present unanimously adjourned the meeting at 7:56 P.M. The motion carried the following vote:***

**AYES:** *Schneiderman, Motts, Lutz, Gutilla*  
**NOES:** *None*  
**ABSTAIN:** *None*  
**ABSENT:** *Hills, Martin, Riley*

Respectfully submitted:  
KITTY EIDEN, Minutes Clerk